



REPETITIVE TRACT HOUSING PLOT PLAN REVISIONS

FOR PERMITS THAT HAVE BEEN ISSUED:

1. Two (2) new application/plot plans have to be stamped and signed by Planning.
2. Planning needs:
 - a. One (1) copy of the old permit.
 - b. One (1) copy of the old application/plot plan.
 - c. Two (2) copies of the new application/plot plan.
3. Keep one new plot plan for jobsite.
4. Give one new plot plan to Permits for Records.

FOR PERMITS THAT HAVE NOT BEEN ISSUED, BUT APPLICATIONS AND PLOT PLANS HAVE BEEN SUBMITTED:

1. Planning needs to stamp and sign two new application/plot plans.
2. Give to Permits so the new application/plot plan can be processed with other permits.

This procedure is for REVISED PLOT PLANS (changing footprint only) and not to be used for Model Changes.

Land Development does not require a new signature unless the elevation has been changed.